

**Shadow Authority  
For delivering the Buckinghamshire Council**

**THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)  
REGULATIONS 2012**

**SHADOW EXECUTIVE  
28 Day Notice**

This is a notice of an intention to make a key decision on behalf of the Shadow Authority for the Buckinghamshire Council (Regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (Regulation 5).

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision      \*All reports will be open unless specified otherwise

Report title & summary	Key	Decision maker	*Private report (Y/N) and reason private	Lead Member/ Officer(s) & Contact Officer(s)
<b>TUESDAY 9 JULY 2019</b>				
<b>Implementation Plan</b> High-level implementation plan for the programme including budget. <i>Item amended 14.06.2019.</i>	Y	Shadow Executive	Open report with private appendix – by virtue of paragraph 3 of Part 1 of Scheduled 12A of the Local Government Act 1972	Lead Member/ Officer(s): Rachael Shimmin  Contact Officer(s): Roger Goodes

**TUESDAY 23 JULY 2019**

<p><b>Devolved TfB contract with Town and Parish Councils</b> To consider options for contract extension. <i>Item added 17.06.2019 and amended 27.06.2019</i></p>	Y	Shadow Executive	Open report with private appendix – by virtue of paragraph 3 of Part 1 of Scheduled 12A of the Local Government Act 1972	<p>Lead Member/ Officer(s): Gill Harding Mark Jaggard</p> <p>Contact Officer(s): Gill Harding Mark Jaggard</p>
<p><b>Appointment of Chief Executive</b> To consider a report of the Senior Appointments Sub Committee on the appointment of Chief Executive. <i>Item amended 12.06.2019.</i></p>	Y	Shadow Executive  Senior Appointments Sub Committee 19 July 19		<p>Lead Member/ Officer(s): Martin Tett, Leader of the Shadow Authority</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Council Tax Equalisation</b> To consider the proposals for harmonising Council Tax. <i>Item amended 14.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Richard Ambrose</p>

<p><b>Harmonisation of Council Tax Reduction Schemes</b>  To consider a harmonised Council Tax Reduction Scheme for Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s):  Richard Ambrose</p> <p>Contact Officer(s):  Richard Ambrose</p>
<p><b>Harmonisation of Council Tax Discounts and Premiums</b>  Consideration of harmonised levels of Council Tax Discounts and Premiums throughout Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s):  Richard Ambrose</p> <p>Contact Officer(s):  Richard Ambrose</p>
<p><b>Discretionary Rate Relief Policy</b>  Consideration of a new policy for the granting of Discretionary Rate Relief across Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s):  Richard Ambrose</p> <p>Contact Officer(s):  Richard Ambrose</p>

**TUESDAY 20 AUGUST 2019**

<p><b>Senior Pay Proposals</b> To consider pay proposals for tiers 1 to 3. <i>Item amended 24.06.2019</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Martin Tett, Leader</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Accommodation Strategy</b> To consider the strategy for office accommodation. <i>Item amended 24.06.2019</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead John McMillan</p> <p>Contact Officer(s): John Reed</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 10 SEPTEMBER 2019**

<p><b>Civic and Ceremonial Proposals</b>          Proposal for civic arrangements for the Buckinghamshire Council.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>		<p>Lead Member/ Officer(s):          Catherine Whitehead</p> <p>Contact Officer(s):          Catherine Whitehead</p>
<p><b>Programme Update</b>          Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	<p align="center">N</p>	<p align="center">Shadow Executive</p>		<p>Lead Member/ Officer(s):          Rachael Shimmin</p> <p>Contact Officer(s):          Roger Goodes</p>

**TUESDAY 1 OCTOBER 2019**

<p><b>Chiltern Lifestyle Centre</b> Details of proposal for new Lifestyle Centre in Chiltern.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>	<p>Open report with private appendix – by virtue of paragraph 3 of Part 1 of Scheduled 12A of the Local Government Act 1972</p>	<p>Lead Member/ Officer(s): Bob Smith</p> <p>Contact Officer(s): Martin Holt</p>
<p><b>Taxi Licensing</b> To consider taxi licensing arrangements for Buckinghamshire Council.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>		<p>Lead Member/ Officer(s): Steve Bambrick Gill Quinton</p> <p>Contact Officer(s): Steve Bambrick Gill Quinton</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	<p align="center">N</p>	<p align="center">Shadow Executive</p>		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 22 OCTOBER 2019**

<p><b>Consequential Parliamentary Orders</b> Information on additional Orders laid through Parliament.</p>	<p>N</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	<p>N</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<p align="center"><b>TUESDAY 12 NOVEMBER</b></p>				
<p><b>Legal Services for the Buckinghamshire Council</b> To consider arrangements for Legal Services for the Buckinghamshire Council.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Open report with private appendix – by virtue of paragraph 3 of Part 1 of Scheduled 12A of the Local Government Act 1972</p>	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Jamie Hollis</p>

<p><b>Community Governance Review</b> Community Governance Review for High Wycombe.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 3 DECEMBER 2019</b>				
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>



**TUESDAY 7 JANUARY 2020**

<b>Draft Budget 2020/ 2021</b> To consider the draft budget 2020/2021 for the Buckinghamshire Council.	Y	Shadow Executive		Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose
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The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "significant" for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also includes other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

\*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA  
 | 01296 674691 | [demservices-shadow@buckscc.gov.uk](mailto:demservices-shadow@buckscc.gov.uk)